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ABSTRACT

Presented are the results of a survey involving personnel directors from 271 local firms in Manatee and Sarasota Counties (Florida) on the employment of the physically impaired, visually impaired, hearing impaired, and mentally retarded. Included are brief descriptions of the goals of the survey and the sampling technique used, and a sample survey packet with handicap definitions. Favorable data is summarized for each of 14 job clusters (such as construction/building and government). Also provided for each job cluster are tables with statistical data related to the analysis of labor market returns, potential job positions which are available to handicapped persons, total firms reporting jobs, and training preference of personnel directors reporting jobs suitable for handicapped persons. Comments made by personnel directors are provided for each job cluster. In addition, a table is presented which lists alphabetically jobs for the handicapped and a table on overall responses to the labor market survey. It is noted that the survey results may be helpful in vocational counseling for exceptional students and their parents. (SBH)

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ED133975

RESULTS OF SURVEY FOR 1975-76 ON LABOR MARKET FOR HANDICAPPED PERSONS IN MANATEE AND SARASOTA COUNTIES

April 23, 1976

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INTRODUCTION

FLRS/Suncoast Associate Center with contractual assistance from Adley Associates, Inc. and with assistance from many interested persons completed a labor market survey. Analysis of the surveys returned identify 1975-76 directions in employment of handicapped persons in Manatee and Sarasota Counties. Personnel directors from local firms were surveyed by mail for employment information about the physically impaired, visually impaired, hearing impaired, and retarded persons. This information is available to special education personnel in Sarasota and Manatee Counties. The report is now being introduced through meetings and workshops with vocational coordinators, work evaluators, guidance counselors, occupational specialists and others. This information may be helpful in advising exceptional students and parents.

Copies of this report will be submitted to the Florida Developed Products Listing printed by the State Department of Education. The report and survey returns are in the FLRS/Suncoast office and may be reviewed upon request by anyone wishing to do so.

ACKNOWLEDGEMENTS

The FLRS/Suncoast Associate Center staff wishes to express its appreciation to the firms that participated in the survey, agency representatives, school personnel, parents, and interested citizens who have contributed their time and talents to the development of the Survey Report. Special mention is given to Mr. William Brisson, Dr. Jack Dale, and Mr. Robert Jones. The concern and interest which has been demonstrated has been most gratifying.

GOALS OF THE "SURVEY OF THE LABOR MARKET FOR HANDICAPPED PERSONS IN MANATEE AND SARASOTA COUNTIES"

To acquire current listing of jobs that local employers indicated could be filled by physically impaired, visually impaired, hearing impaired, or retarded persons.

To acquire current information stating employer's training preference for jobs that could be filled by physically impaired, visually impaired, hearing impaired, or retarded persons.

To acquire current information from employers to determine hiring trends of persons who are physically impaired, visually impaired, hearing impaired, or retarded persons.

SAMPLING TECHNIQUE

A mail survey was conducted. A description of the sampling technique follows in three parts: selection of firms, method of contacting firms, and background information given to personnel directors.

Most firms in Manatee and Sarasota Counties are in one of fourteen standard job clusters. For most job clusters, ten to twenty area firms were surveyed. Where possible, the firms selected had twenty or more employees. A total of two hundred seventy-one firms were contacted. In the job clusters of electronics and government, the firms contacted represent nearly the universe of known firms. The office/clerical cluster was surveyed through survey forms mailed to twenty-three banks and to all other firms in the total survey. Further data on job clusters and overall survey responses is given on the last page.

Phone contact was initially made with personnel directors for selected firms. Those personnel directors willing to participate in the survey received survey forms for their job cluster and the clerical cluster. A reminder letter with another survey was mailed to personnel directors who failed to return the original survey.

A packet of background information about the survey and survey forms were mailed to personnel directors. Materials given in the packet included: an information page on purpose of the survey, a definition page on impairments, survey forms, and a prepared return envelope. An example of the mail packet appears in this report.

FLORIDA LEARNING RESOURCES SYSTEM

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
FLRS/SUNCOAST ASSOCIATE CENTER
SERVING SARASOTA AND MANATEE COUNTIES
BENEVA HOUSE
3550 WILKINSON ROAD
SARASOTA, FL 33581
PHONE (813) 958-8831, EXTENSION 0227

(Page 1 of Survey Packet)

Dear

Thank you for agreeing to participate in our Survey. As we mentioned in our recent phone conversation, enclosed is a short questionnaire. Please complete it at your earliest convenience and return in the stamped, self-addressed envelope provided. Your firm is one of a limited sample representing each of the major industries in our area; as such your response is critical to the success of our project.

FLRS/Suncoast Associate Center, a federally funded project, in conjunction with the Sarasota and Manatee County School Systems, is attempting to determine potential job opportunities for handicapped youth in the bi-county area. Information received from this survey will assist the schools in re-evaluating their job-oriented curriculum in order that handicapped youth may better prepare themselves for gainful employment.

Following are explanatory comments that may help in completing the questionnaire in a minimum of time.

> Attached to the questionnaire is a sheet providing a very general description of the types of handicapped individuals with which the survey is concerned. These descriptions are but simple, working definitions to familiarize you with some of the most basic characteristics persons with each handicap may have.
>
> Question 1 -- Check the box for each job position you normally employ persons. It does not matter that you may not currently have openings in these positions. Also, please indicate the approximate number of persons you now employ (if any) in each job. If your firm has positions other than those listed, please write these in the blank spaces provided. Regarding these "other" job positions, our interest is limited to those jobs that would require no more than a high school education or vocational equivalent.

Thank you for your cooperation. Should you have any questions, please feel free to call Bette Hammond between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

The following general descriptions will serve to familiarize you with some of the characteristics of the handicapped groups listed below. Any one individual within a handicap category may not exhibit all of the characteristics listed.

D E S C R I P T I O N S

A PHYSICALLY HANDICAPPED person:

will have limited mobility necessitating the use of crutches or a wheelchair and building facilities to accommodate wheelchairs;

would require assistance during emergency situations.

A person who is VISUALLY IMPAIRED:

would have difficulty reading standard size print such as typed copy, newspapers, etc.;

may use touch and hearing to compensate for visual weakness;

would require assistance during emergency situations.

A person who is HEARING IMPAIRED:

may have difficulty with verbal communication;

would require assistance during emergency situations;

can work well in a noisy environment.

A person who is RETARDED:

learns more slowly and has less learning potential than one within the normal range of intelligence;

may need extended on-the-job training and/or supervision;

performs best at uncomplicated, repetitive, manual, unskilled, and semi-skilled tasks.

(Page 3 of Survey Packet)

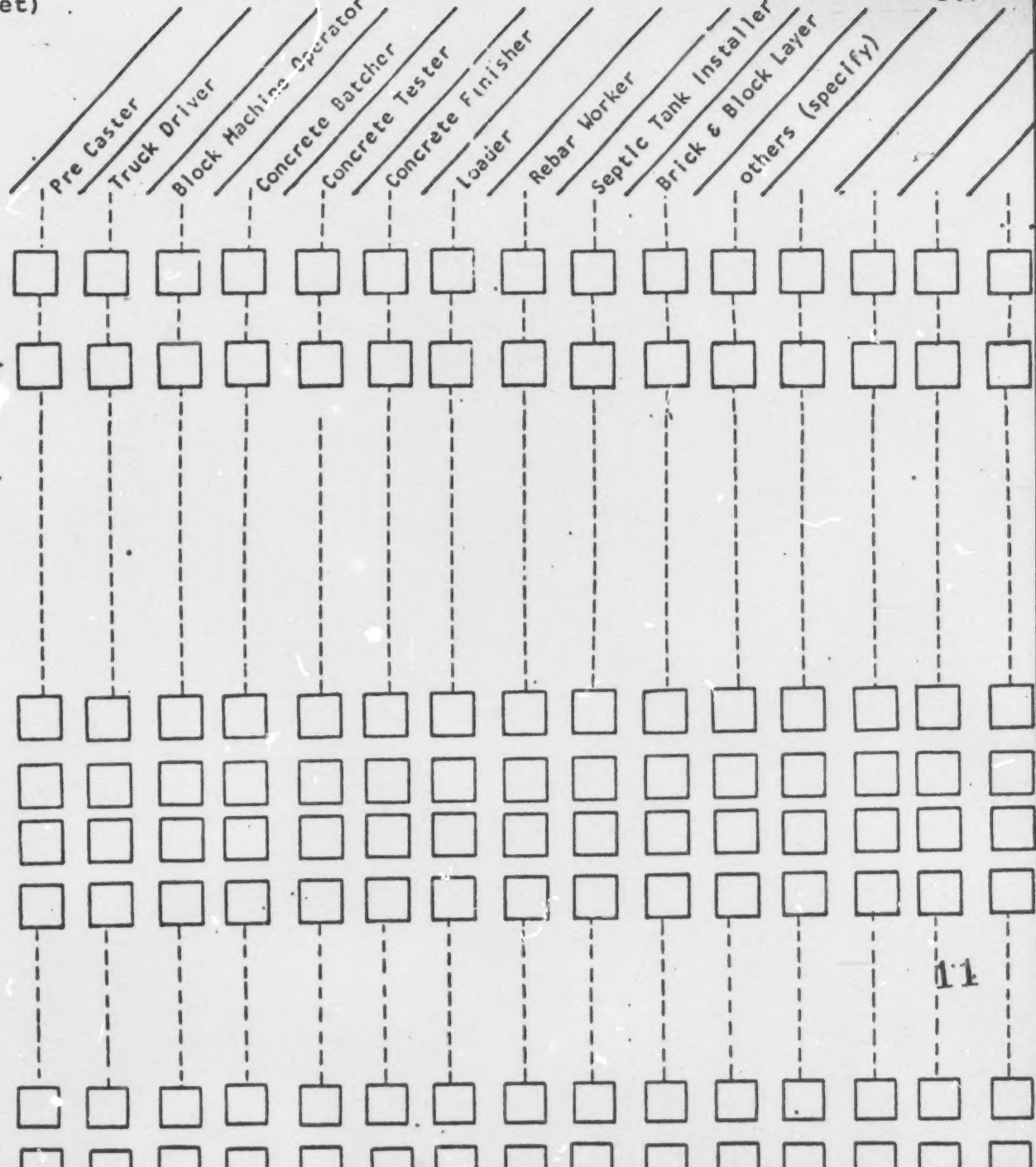
CONCRETE

1. In which of the listed work/job categories do you normally employ persons?

Please ✓ the appropriate box →

AND

Indicate the approximate number you now employ →



2. For the work/job categories you have checked -- which, if any, of the following types of handicapped persons do you feel are capable of performing the tasks these positions require?

(Please ✓ appropriate box)

PHYSICALLY HANDICAPPED

VISUALLY IMPAIRED

HEARING IMPAIRED

RETARDED

10

3. Considering the jobs you have ✓'d in Question 2 -- would you prefer this person to be trained in a vocational course or to train him/her entirely on-the-job?

VOCATIONAL COURSE

ENTIRELY ON-THE-JOB

11

SUMMARY OF FAVORABLE DATA IN JOB CLUSTERS
FOR HANDICAPPED

BOATS/FIBERGLASS

(Not enough data to make statement.)

CONCRETE

Of six (6) firms employing twelve (12) concrete batchers, two (2) firms indicated eight (8) job possibilities for hearing impaired.

CONSTRUCTION/BUILDING

Of six (6) firms employing seven (7) draftsmen/draftswomen, four (4) firms indicated four (4) job possibilities for physically handicapped.

For laborer jobs, personnel directors reported that the hearing impaired and retarded were capable of performing the job tasks.

ELECTRONICS

Of four (4) firms employing eighty-two (82) electrical assemblers, three (3) firms indicated sixty-two (62) job possibilities for physically handicapped.

FOOD PROCESSORS

(Not enough data to make statement.)

GOVERNMENT

Of two (2) firms employing seventy-nine (79) maintenance workers, one (1) firm indicated sixty-nine (69) job possibilities for hearing impaired or retarded.

As a group, four (4) personnel directors would consider persons with impairments for groundskeeper.

Of three (3) firms employing one hundred sixty-one (161) janitors/custodians, one (1) firm indicated one hundred fifty (150) job possibilities for hearing impaired or retarded.

The only personnel director reporting cook and kitchen assistant indicated his firm employed two hundred and eight (208) persons in this job and that physically handicapped and hearing impaired persons could handle the job.

Summary of Favorable Data in Job Clusters for Handicapped - continued

HOSPITAL AND HEALTH RELATED SERVICES

Of three (3) firms employing seven (7) linen room attendants, three (3) firms indicated seven (7) job possibilities for hearing impaired.

Of five (5) firms employing seventy-nine (79) handyman/housekeeper, two (2) firms indicated seventy-two (72) job possibilities for retarded.

Of six (6) firms employing one hundred and ten (110) dietary workers, five (5) firms indicated one hundred and five (105) job possibilities for retarded.

Of three (3) firms employing seventeen (17) admission clerks, the firms indicated seventeen (17) job possibilities for physically handicapped.

For the aide job, one (1) personnel director indicated twenty (20) job possibilities for the hearing impaired and another personnel director indicated forty-eight (48) job possibilities for the retarded.

HOTEL, MOTEL, AND RETAIL SERVICES

Of fourteen (14) firms employing sixty-one (61) dishwashers, thirteen (13) firms indicated fifty-seven (57) job possibilities for hearing impaired. And nine (9) firms indicated thirty-two (32) job possibilities for the retarded.

Of five (5) firms employing eight (8) groundskeepers, four (4) firms indicated seven (7) job possibilities for hearing impaired.

Of fourteen (14) firms employing twenty-four (24) janitors, ten (10) indicated nineteen (19) job possibilities for hearing impaired.

LAWN CARE/NURSERY

Of nine (9) firms employing twenty-six (26) nursery production workers, nine (9) firms indicated twenty-six (26) job possibilities for hearing impaired.

Of two (2) firms employing six (6) persons in landscaping, the firms indicated six (6) job possibilities for visually or hearing impaired.

LUMBER & WOOD PRODUCTS

Of three (3) firms employing four (4) carpenters, three (3) firms indicated four (4) job possibilities for hearing impaired.

Summary of Favorable Data in Job Clusters for Handicapped - continued

LUMBER & WOOD PRODUCTS - continued

Of three (3) firms employing seventy-eight (78) furniture makers, three (3) firms indicated seventy-eight (78) job possibilities for hearing impaired. One (1) of three (3) firms employ seventy-five (75) furniture makers and indicated seventy-five (75) job possibilities for retarded.

Of five (5) firms employing seventy-four (74) machine operators, three (3) firms indicated seventy (70) job possibilities for hearing impaired. Two (2) firms indicated fifty-five (55) job possibilities for retarded.

MOBILE HOME & FABRICATED METALS

Of four (4) firms employing one hundred and two (102) machine operators, two (2) firms indicated eighty (80) job possibilities for physically handicapped.

The only personnel director reporting production workers indicated forty (40) job possibilities for visually or hearing impaired persons.

OFFICE/CLERICAL

Of forty-one (41) firms employing eighty-four (84) billing clerks, twenty-nine (29) indicated sixty-seven (67) job possibilities for physically impaired.

Of forty-five (45) firms employing two hundred and forty-one (241) clerk/typists, twenty-eight (28) firms indicated two hundred and four (204) job possibilities for physically impaired.

Of forty-seven (47) firms employing sixty-five (65) payroll clerks, thirty-one (31) firms indicated forty-nine (49) job possibilities for physically impaired.

Of twenty-three (23) firms employing fifty-five (55) business machine operators, twelve (12) firms indicated forty-four (44) job possibilities for physically impaired.

Of twenty (20) firms employing twenty-nine (29) dispatchers, nine (9) firms indicated twenty-three (23) job possibilities for physically impaired.

PLASTICS

Of four (4) firms employing forty-one (41) machine operators, three (3) firms indicated thirty-eight (38) job possibilities for hearing impaired. Two (2) firms indicated thirty-six (36) job possibilities for physically handicapped.

Summary of Favorable Data in Job Clusters for Handicapped - continued

PRINTING/PUBLISHING

Most jobs in printing/publishing are within the capabilities of the physically handicapped and hearing impaired as reported by personnel directors.

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
BOATS/FIBERGLASS AREA

Respondent Categories	Numbers	Percent
Survey Population	9	100%
Surveys Completed and Returned	3	33 1/3 %
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	3	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	3	100%

BOATS/FIBERGLASS

Potential Job Positions Which Are Available to Handicapped persons in Boats/Fiberglass

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Chopperman/woman	0	0	0	0	0
Laminator Lay up Worker	0	0	7	0	7
Gel Coat Worker	0	0	0	0	0
Mold Worker	0	0	3	0	3
Fiberglass Trimmer	0	0	0	0	0
Finisher	0	0	0	0	0
Carpenter	0	0	2	0	2
Electrician	0	0	1	0	1
Mechanic	0	0	0	0	0
Rigger	1	0	12	0	13
Inspector[A]	0	0	0	0	0
Cabinet Maker	0	0	1	0	1
Loader	0	0	0	0	0
Driver	0	0	0	0	0
Upholsterer	4	0	0	0	4
Janitor[B]	0	0	1	1	1

* Total gives a nonduplicated number of positions. Example: In the case of Janitor, some of the same jobs in a firm could be filled by a Hearing Impaired or a Retarded person, and both columns reflect the same job.

A - The firms sampled did not have this position.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

BOATS/FIBERGLASS

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Laminator Lay Up Worker	3	1	33 1/3%
Mold Worker	3	1	33 1/3%
Carpenter	3	1	33 1/3%
Electrician	1	1	100%
Rigger	3	3	100%
Cabinet Maker	1	1	100%
Upholsterer	2	1	50%
Janitor[B]	1	1	100%

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATION IN BOATS/FIBERGLASS AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Laminator Lay Up Worker	0	7	7
Mold Worker	0	3	3
Carpenter	2	0	2
Electrician	1	0	1
Rigger	0	12	12
Cabinet Maker	1	0	1
Upholsterer	4	0	4
Janitor[B]	0	1	1

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR CONCRETE AREA

Respondent Categories	Numbers	Percent
Survey Population	13	100%
Surveys Completed and Returned	10	77%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	9	90%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	5	50%

CONCRETE AREA

Potential Job Positions Which Are Available to Handicapped Persons in Concrete

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Precaster	0	0	0	0	0
Truck Driver	0	0	0	0	0
Block Machine Operator	0	0	7	0	7
Concrete Batcher	1	0	8	0	9
Concrete Tester	0	0	0	0	0
Concrete Finisher	0	0	1	1	1
Loader	0	0	0	0	0
Rebar Worker	0	0	0	0	0
Septic Tank Installer	0	0	0	0	0
Brick/Block Layer	0	0	0	0	0
Laborer[B]	0	0	0	13	13

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

CONCRETE

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Block Machine Operator	4	1	25%
Concrete Batcher	6	3	50%
Concrete Finisher	1	1	100%
Laborer	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN CONCRETE AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBERS OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBERS OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Block Machine Operator	7	0	7
Concrete Batcher	0	9	9
Concrete Finisher	0	1	1
Laborer	0	0	0

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
CONSTRUCTION & BUILDING AREA

Respondent Categories	Numbers	Percent
Survey Population	31	100%
Surveys Completed and Returned	20	65%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	19	95%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	13	68%

CONSTRUCTION & BUILDING

Potential Job Positions Which Are Available to Handicapped Persons in Construction & Building

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Draftsman/ Draftswoman	5	0	1	0	5
Brick/Block Layer	0	0	0	0	0
Carpet Installer	0	0	2	0	2
Laborer	0	16	33	13	61
Electrician	0	0	0	0	0
Plumber	0	0	0	0	0
Aluminum Installer	2	0	0	0	2
Painter	3	0	0	3	3
Carpenter	0	0	9	0	9
Roofer	0	0	0	4	4
Concrete Finisher	0	0	3	0	3
Cabinetry	2	0	0	0	2
Plasterer	0	0	5	2	5
Craftsman's Helper	0	0	2	2	2
Truck Driver	0	0	1	1	1
Carpenter's Helper	0	0	0	2	2

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

CONSTRUCTION & BUILDING

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Draftsman/ Draftswoman	6	4	66 2/3%
Carpet Installer	3	1	33 1/3%
Laborer	14	10	71%
Aluminum Installer	4	1	25%
Painter	5	1	20%
Carpenter	14	3	21%
Roofer	1	1	100%
Concrete Finisher	1	1	100%
Cabinetry	1	1	100%
Plasterer	5	2	40%
Craftsman's Helper	4	1	25%
Truck Driver	4	1	25%
Carpenter's Helper	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN CONSTRUCTION & BUILDING AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBERS OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBERS OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Draftsman/ Draftswoman	3	0	3
Carpet Installer	2	0	2
Laborer	9	52	61
Aluminum Installer	0	2	2
Painter	3	0	3
Carpenter	9	0	9
Roofer	0	4	4
Concrete Finisher	0	3	3
Cabinetry	2	0	2
Plasterer	5	0	5
Craftsman's Helper	2	0	2
Truck Driver	1	0	1
Carpenter's Helper	2	0	2

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR ELECTRONICS AREA

Respondent Categories	Numbers	Percent
Survey Population	7	100%
Surveys Completed and Returned	4	57%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	4	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	3	75%

ELECTRONICS

Potential Job Positions Which Are Available to Handicapped Persons in Electronics

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL *
Electrician[A]	0	0	0	0	0
Electrical Assembler	62	0	12	0	62
Lab Technician	5	0	0	0	5
Electrical Technician	5	0	0	0	5

* Total gives a nonduplicated number of positions. Example: In the case of Electrical Assembler, some of the same jobs in a firm could be filled by a Physically Impaired or a Hearing Impaired person and both columns reflect the same job.

A - The firms sampled did not have this position.

ELECTRONICS

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Electrical Assembler	4	3	75%
Lab Technician	2	2	100%
Electrical Tech.	2	1	50%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN ELECTRONICS AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Electrical Assembler	15	47	62
Lab Technician	5	0	5
Electrical Technician	5	0	5

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
FOOD PROCESSING AREA

Respondent Categories	Numbers	Percent
Survey Population	17	100%
Surveys Completed and Returned	8	47%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	8	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	5	62%

FOOD PROCESSING

Potential Job Positions Which Are Available to Handicapped Persons in Food Processing

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Machine Operator	0	0	0	0	0
Peeler/Preparer	1	0	1	0	1
Food Inspector	6	0	9	0	9
Bottle Sorter	4	0	4	4	4
Forklift Operator	4	0	0	4	4
Loader	0	4	6	4	6
Packer	8	0	16	0	16
Salesperson	0	0	0	0	0
Grader[B]	0	0	2	0	2

* Total gives a nonduplicated number of positions. Example: In the case of Peeler/Preparer, some of the same jobs in a firm could be filled by a physically impaired or a hearing impaired person and both columns reflect the same job.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

FOOD PROCESSING

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Peeler/Preparer	1	1	100%
Food Inspector	2	2	100%
Bottle Sorter	2	1	50%
Forklift Operator	6	1	17%
Loader	5	2	40%
Packer	5	2	40%
Grader	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN FOOD PROCESSING AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Peeler/Preparer	0	1	1
Food Inspector	0	9	9
Bottle Sorter	0	4	4
Forklift Operator	0	4	4
Loader	0	6	6
Packer	0	16	16
Grader	0	2	2

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR GOVERNMENT AREA

Respondent Categories	Numbers	Percent
Survey Population	5	100%
Surveys Completed and Returned	3	60%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	3	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	3	100%

GOVERNMENT

Potential Job Positions Which Are Available
to Handicapped Persons
in Government

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Welder	0	0	0	0	0
Maintenance	0	0	69	69	69
Groundskeeper	25	6	3	3	34
Gardener	0	3	0	0	0
Janitor/ Custodian	0	0	150	150	150
Refuse Collector	0	0	0	0	0
Trash Collector[A]	0	0	0	0	0
Laborer	0	0	3	3	3
Laundry Attendant[A]	0	0	0	0	0
Meter Maid	0	0	0	0	0
School Cross Guard[A]	0	0	0	0	0
Ticker Taker[A]	0	0	0	0	0
Usher[A]	0	0	0	0	0
Projectionist[A]	0	0	0	0	0
Meter Reader	0	0	0	0	0
Food Service Assistant	0	0	1	1	1
Data Processing Operator	0	0	14	0	14
Driver	0	0	6	0	6
Mechanic	0	0	0	0	0
Cashier	0	0	0	0	0
Messenger[A]	0	0	0	0	0
Cook & Kitchen Assistant	208	0	208	0	208
Bartender[A]	0	0	0	0	0

(Continued)

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Waitress/ Waiter[A]	0	0	0	0	0
Fountain Attendant[A]	0	0	0	0	0
Recreation Specialist	0	0	0	0	0
Utility Attendant[A]	0	0	0	0	0
Locker Attendant[A]	0	0	0	0	0
Truck Driver	0	0	0	0	0
Carpenter	0	0	5	5	5
Draftsman	5	0	0	0	5
Painter	0	0	9	9	9
Teacher Aide (Clerical)	0	0	0	0	0
Teacher Aide (Guidance)[A]	0	0	0	0	0
Teacher Aide (Specialist)	0	0	0	0	0

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

A - The firms sampled did not have this position.

GOVERNMENT

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Maintenance	2	1	50%
Groundskeeper	3	3	100%
Gardener	1	1	100%
Janitor/Custodian	3	1	33 1/3%
Laborer	2	1	50%
Food Service Assistant	1	1	100%
Data Processing Operator	1	1	100%
Driver	1	1	100%
Cook & Kitchen Assistant	1	1	100%
Carpenter	2	1	50%
Draftsman	2	1	50%
Painter	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN GOVERNMENT AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Maintenance	69	0	69
Groundskeeper	0	28	28
Gardener	0	3	3
Janitor/Custodian	0	150	150
Laborer	0	3	3
Food Service Assistant	0	1	1
Data Processing Operator	4	0	14
Driver	0	0	0
Cook & Kitchen Assistant	208	0	208
Carpenter	5	0	5
Draftsman	5	0	5
Painter	9	0	9

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
HOSPITAL/HEALTH & RELATED SERVICES AREA

Respondent Categories	Numbers	Percent
Survey Population	13	100%
Surveys Completed and Returned	9	60%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	9	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	7	78%

HOSPITAL/HEALTH & RELATED SERVICES

Potential Job Positions Which Are Available to Handicapped Persons Hospital/Health & Related Services

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Computer	4	0	3	0	4
Cashier	7	0	0	0	7
Linen Room Attendant	0	0	8	4	8
Orderly	0	0	1	3	4
Parking Lot Attendant	0	0	1	1	2
Messenger	1	1	1	2	2
Nursing Assistant	0	0	20	40	60
Stores Clerk	1	0	1	0	1
Handyman/ Housekeeper	0	1	56	72	74
Microfilm Technician[A]	0	0	0	0	0
Receptionist	5	1	1	0	5
Clerk/Typist	26	0	1	0	26
Dietary Worker	0	5	5	105	110
Darkroom Tecnnician	1	1	1	0	2
Film Clerk	1	0	0	0	1
Admission Clerk	18	0	0	0	18
Billing Clerk	16	0	15	0	16
Key Punch Operator	1	0	0	0	1

(Continued)

Hospital/Health & Related Services - continued

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Baker	0	0	4	0	4
Cook	3	0	9	3	9
Aide	0	0	20	48	68
Seamstress	0	0	1	0	1
Physical Therapist Ass't.	0	0	0	0	0
X-Ray Tech.	4	0	0	0	4
Lab Ass't.	8	0	0	0	8
Laundry Worker	0	0	20	0	20
Records Technician	4	0	4	0	4

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

A - The firms sampled did not have this position.

HOSPITAL/HEALTH & RELATED SERVICES

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Computer	2	2	66 2/3%
Cashier	3	3	100%
Linen Room Attendant	4	4	100%
Orderly	4	2	50%
Parking Lot Attendant	2	1	50%
Messenger	4	2	50%
Nursing Assistant	4	2	50%
Stores Clerk	2	1	50%
Handyman/ Housekeeper	5	4	80%
Receptionist	2	2	100%
Clerk/Typist	2	2	100%
Dietary Worker	6	6	100%
Darkroom Technician	3	2	66 2/3%
Film Clerk	1	1	100%
Admission Clerk	3	3	100%
Billing Clerk	2	2	100%
Key Punch Operator	1	1	100%
Baker	2	2	100%
Cook	7	3	47%
Aide	4	2	50%
Seamstress	1	1	100%
X-Ray Tech.	2	1	50%
Lab Assistant	3	1	33 1/3%
Laundry Worker	1	1	100%
Records Tech.	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN HOSPITAL/HEALTH & RELATED SERVICES AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Computer	4	0	4
Cashier	1	6	7
Linen Room Attendant	1	6	7
Orderly	3	1	4
Parking Lot Attendant	0	1	1
Messenger	0	2	2
Nursing Assistant	40	20	60
Stores Clerk	1	0	1
Handyman/ Housekeeper	0	73	73
Receptionist	1	4	5
Clerk/Typist	1	25	26
Dietary Worker	14	31	45
Darkroom Tech.	2	0	2
Film Clerk	1	0	1
Admission Clerk	0	18	18
Billing Clerk	1	16	16
Key Punch Operator	1	0	1
Baker	4	0	4
Cook	9	0	9
Aide	48	20	68
Seamstress	0	1	1

(Continued)

Hospital/Health & Related Services - continued

SPECIFIC JOB CLASSIFICATIONS IN HOSPITAL/HEALTH & RELATED SERVICES AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
X-Ray Tech.	4	0	4
Lab Assistant	8	0	8
Laundry Worker	0	20	20
Records Tech.	0	4	4

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
HOTEL/MOTEL, RETAIL SERVICES AREA

Respondent Categories	Numbers	Percent
Survey Population	43	100%
Surveys Completed and Returned	24	56%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	24	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	21	88%

HOTEL/MOTEL, RETAIL SERVICES

Potential Job Positions Which Are Available to Handicapped Persons in Hotel/Motel, Retail Services

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Bellman/Bellwoman	0	0	0	0	0
Desk Clerk	5	0	2	0	7
PBX Operator	2	0	0	0	2
Kitchen Steward	0	0	1	0	1
Cook	9	0	11	1	11
Pantry Salad Person	5	6	9	7	15
Waitress	0	0	0	10	10
Counter Worker	0	0	5	0	5
Dishwasher	8	13	57	32	57
Barkeeper	1	0	1	0	1
Maid	20	21	31	15	31
Caterer's Helper	0	0	0	0	0
Host/Hostess	0	0	0	0	0
Groundskeeper	1	0	7	4	7
Cashier	1	0	0	0	1
Janitor	3	11	19	10	21
Stock Clerk	3	2	8	1	10
Salesperson	0	24	0	0	24
Alterations[B]	4	0	3	0	4
Display Technicians	0	0	1	0	1
Management	9	0	0	0	9
Advertising	2	0	0	0	2

(Continued)

Hotel/Motel, Retail Services - continued

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Auto Mechanic	0	0	6	0	6
Tagger	1	0	0	0	1
Busboy	0	4	0	0	4

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

HOTEL/MOTEL, RETAIL SERVICES

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Desk Clerk	9	3	33 1/3%
PBX Operator	3	1	33 1/3%
Kitchen Steward	6	1	17%
Cook	17	5	29%
Pantry Salad Person	13	6	46%
Waitress	13	1	8%
Counter Worker	5	1	20%
Dishwasher	14	13	92%
Barkeeper	9	1	11%
Maid	7	4	57%
Groundskeeper	5	4	80%
Cashier	15	1	7%
Janitor	14	12	86%
Stock Clerk	11	4	36%
Salesperson	8	1	12%
Alterations	4	2	50%
Display Technicians	1	1	100%
Management	1	1	100%
Advertising	2	1	50%
Auto Mechanic	1	1	100%
Tagger	1	1	100%
Busboy	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN HOTEL/MOTEL, RETAIL SERVICES AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBERS OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBERS OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Desk Clerk	2	2	4
PBX Operator	0	2	2
Kitchen Steward	0	1	1
Cook	1	6	7
Pantry Salad Person	3	10	13
Waitress	0	24	24
Counter Worker	0	5	5
Dishwasher	0	39	39
Barkeeper	0	1	1
Maid	0	6	6
Groundskeeper	0	1	1
Cashier	0	0	0
Janitor	0	19	19
Stock Clerk	4	6	10
Salesperson	0	24	24
Alterations	0	4	4
Display Tech.	1	0	1
Management	0	0	0
Advertising	2	0	2
Auto Mechanic	6	0	6
Tagger	0	1	1
Busboy	0	4	4

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
LAWN CARE/NURSERY AREA

Respondent Categories	Numbers	Percent
Survey Population	17	100%
Surveys Completed and Returned	11	65%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	11	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	10	91%

LAWN CARE/NURSERY

Potential Job Positions Which Are Available to Handicapped Persons in Lawn Care/Nursery

SPECIFIC JOB CLASSIFICATION	Phys. Imp.	Vis. Imp.	Hear. Imp.	Retarded	Total*
Garden/Farm Sup. Salesperson	6	2	0	0	8
Nursery Prod. Worker	6	5	26	8	26
Lawn Maintenance	0	0	1	0	1
Treetrimmer[A]	0	0	0	0	0
Salesperson	0	0	0	0	0
Landscaping[B]	0	6	6	3	6
Sodlayer[B]	0	0	5	5	5
Floral Design Worker[B]	2	0	0	0	2

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

A - The firms sampled did not have this position.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

LAWN CARE/NURSERY

Jobs	Total Firms with Position	Total Firms Reporting Jobs Suitable for Handicapped (This does not indicate jobs open at this time.)	
		Number	Percent
Garden/Farm Sup. Salesperson	5	2	40%
Nursery Prod. Worker	9	9	100%
Lawn Maintenance	1	1	100%
Landscaping	2	2	100%
Sodlayer[B]	1	1	100%
Floral Design Worker[B]	1	1	100%

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN LAWN CARE/NURSERY AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Garden/Farm Sup. Salesperson	0	2	2
Nursery Prod. Worker	8	18	26
Lawn Maintenance	0	1	1
Landscaping[B]	0	6	6
Sodlayer[B]	0	5	5
Floral Design Worker[B]	2	0	2

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
LUMBER/WOOD PRODUCTS AREA

Respondent Categories	Numbers	Percent
Survey Population	27	100%
Surveys Completed and Returned	17	63%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	17	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	10	59%

LUMBER/WOOD PRODUCTS

Potential Job Positions Which Are Available
to Handicapped Persons
in Lawn Care/Nursery

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Carpenter	0	0	4	0	4
Finish Carpenter	1	0	0	0	1
Cabinet Maker	0	0	14	0	14
Furniture Maker	0	0	78	75	78
Upholsterer[A]	0	0	0	0	0
Painter	7	0	11	8	11
Formica Worker	0	0	9	2	9
Machine Operator	10	0	70	55	70
Driver	0	0	2	0	2
Salesperson	1	4	1	0	6
Purchasing Agent	1	0	0	0	1
Cleaning Lady	0	1	1	1	1
Trained Cabinet Installers	0	0	2	0	2
Welder	0	0	15	15	15
Buyers[B]	2	0	0	0	2
Accountants[B]	1	0	0	0	1

* Total gives a nonduplicated number of positions. Example: In the case of Furniture Maker, some of the same jobs in a firm could be filled by a Hearing Impaired or a Retarded person and both columns reflect the same job.

A - The firms sampled did not have this position.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

LUMBER/WOOD PRODUCTS

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME)	
		Number	Percent
Carpenter	3	3	100%
Finish Carpenter	2	1	50%
Cabinet Maker	7	4	57%
Furniture Maker	3	3	100%
Painter	6	6	100%
Formica Worker	7	4	57%
Machine Operator	5	3	60%
Driver	11	1	9%
Salesperson	10	3	30%
Purchasing Agent	1	1	100%
Cleaning Lady	1	1	100%
Trained Cabinet Installers	2	2	50%
Welder	1	1	100%
Buyers[B]	1	1	100%
Accountants[B]	1	1	100%

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN LUMBER/WOOD PRODUCTS AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCA - TIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Carpenter	3	1	4
Finish Carpenter	1	0	1
Cabinet Maker	2	8	10
Furniture Maker	0	75	75
Upholsterer	0	0	0
Painter	0	10	10
Formica Worker	3	7	10
Machine Operator	0	55	55
Driver	0	7	7
Salesperson	1	5	6
Purchasing Agent	1	0	1
Cleaning Lady	0	1	1
Trained Cabinet Installers	0	2	2
Welder	15	0	15
Buyers[B]	2	0	2
Accountants[B]	1	0	1

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
MOBILE HOME & FABRICATED METALS AREA

Respondent Categories	Numbers	Percent
Survey Population	24	100%
Surveys Completed and Returned	13	54%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	13	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	8	62%

MOBILE HOME & FABRICATED METALS

Potential Job Positions Which Are Available to Handicapped Persons in Mobile Home & Fabricated Metals

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Sheet Metal Fabricator	30	0	30	0	30
Aluminum Assembly	0	4	4	0	4
Carpenter	0	0	7	1	7
Electrician	1	0	3	0	4
Plumber	0	0	2	1	3
Painter	1	0	1	1	2
Mechanic	1	0	0	0	1
Machinist	19	0	0	0	19
Machine Operator	80	0	30	50	80
Foam Sprayer	0	0	10	0	10
Heliarch Welder	0	0	0	0	0
Tool & Die	2	0	12	0	14
Production Worker[B]	0	40	40	0	40
Deburrhand[B]	6	0	0	0	6
Inspector[B]	11	0	0	0	11
Janitor[B]	0	1	1	2	2
Assembler[B]	8	0	0	0	8
Trim Carpenter[B]	0	0	1	0	1
Quality Control[B]	0	0	1	0	1

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

MOBILE HOME & FABRICATED METALS

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Sheet Metal Fabricator	3	1	33 1/3%
Aluminum Assembly	1	1	100%
Carpenter	2	2	100%
Electrician	5	2	40%
Plumber	2	2	100%
Painter	4	2	50%
Mechanic	3	1	33 1/3%
Machinist	2	1	50%
Machine Operator	4	2	50%
Foam Sprayer	2	1	50%
Tool & Die	4	3	75%
Production Worker[B]	1	1	100%
Deburrhand[B]	1	1	100%
Inspector[B]	2	1	50%
Janitor[B]	3	2	66 2/3%
Assembler[B]	1	1	100%
Trim Carpenter[B]	2	1	50%
Quality Control[B]	1	1	100%

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN MOBILE HOME & FABRICATED METALS AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Sheet Metal Fabricator	30	0	30
Aluminum Assembly	0	4	4
Carpenter	1	6	7
Electrician	2	0	2
Plumber	1	2	3
Painter	0	2	2
Mechanic	1	0	1
Machinist	19	0	19
Machine Operator	50	47	97
Foam Sprayer	10	0	10
Tool & Die	14	0	14
Production Worker	40	0	40
Deburrhand	0	6	6
Inspector	0	0	0
Janitor	0	1	1
Assembler	0	8	8
Trim Carpenter	0	1	1
Quality Control	0	1	1

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
OFFICE/CLERICAL AREA

Respondent Categories	Numbers	Percent
Survey Population	271	100
Surveys Completed and Returned	154	57
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	153	99
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	102	66

OFFICE/CLERICAL

Potential Job Positions Which Are Available to Handicapped Persons in Office/Clerical Area

SPECIFIC JOB CLASSIFICATION	Phys. Imp.	Vis. Imp.	Hear. Imp.	Retarded	Total*
Secretary	197	0	22	1	199
Stenographer	17	0	3	0	17
Typist	51	3	18	0	53
Switchboard Operator	21	1	0	0	22
Receptionist	41	1	3	0	43
Billing Clerk	67	0	36	0	67
Clerk/ Typist	204	0	64	2	207
Shipping/ Recv. Clerk	23	1	18	1	33
Payroll Clerk	49	0	11	0	52
Business Mach. Operator	44	0	22	0	58
Teletype Operator	7	0	7	0	8
Dispatcher	23	1	7	2	25
Guy/Girl Friday	9	2	1	1	11
Key Punch Operator	28	4	20	0	39
Drive-In Bank Teller	40	0	0	0	40
Loan Officer	33	0	0	0	33
Bookkeeper	109	0	28	0	110
Computer Operator	32	3	9	0	42

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

OFFICE/CLERICAL

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Secretary	103	58	56
Stenographer	17	13	76
Typist	41	26	63
Switchboard Operator	39	32	82
Receptionist	44	27	61
Billing Clerk	41	29	71
Clerk/ Typist	45	28	62
Shipping/ Recv. Clerk	49	24	49
Payroll Clerk	47	34	72
Business Mach. Operator	23	17	74
Teletype Operator	9	6	67
Dispatcher	20	9	45
Guy/Girl Friday	23	10	44
Key Punch Operator	19	14	74
Drive-In Bank Teller	14	5	36
Loan Officer	14	7	50
Bookkeeper	89	56	63
Computer Operator	21	12	57

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN OFFICE/CLERICAL AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBER OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Secretary	111	19	130
Stenographer	13	0	13
Typist	49	243	292
Switchboard Operator	38	175	213
Receptionist	20	18	38
Billing Clerk	50	18	68
Clerk/ Typist	175	9	184
Shipping/ Recv. Clerk	10	19	29
Payroll Clerk	38	11	49
Business Mach. Operator	31	2	33
Teletype Operator	7	0	7
Dispatcher	6	28	34
Guy/Girl Friday	5	7	12
Key Punch Operator	33	0	33
Drive-In Bank Teller	39	0	39
Loan Officer	10	7	17
Bookkeeper	86	11	97
Computer Operator	21	0	21

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
PLASTICS AREA

Respondent Categories	Numbers	Percent
Survey Population	11	100%
Surveys Completed and Returned	7	64%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	7	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	4	57%

PLASTICS

Potential Job Positions Which Are Available to Handicapped Persons in Plastics

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Machine Operator	36	0	38	0	38
Machine/Tool Worker	0	0	0	0	0
Fabricator	0	0	0	0	0
Salesperson	0	0	0	0	0
Packer[A]	0	0	0	0	0
Shipper[A]	0	0	0	0	0
Vacuum Form Worker	0	0	0	0	0
Cement Finisher & Painter[B]	0	0	1	0	1
Instrument Reader[B]	4	0	4	0	4

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a hearing Impaired person and both columns reflect the same job.

A - The firms sampled did not have this position.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

PLASTICS

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Machine Operator	4	3	75%
Cement Finisher & Painter[B]	1	1	100%
Instrument Reader[B]	1	1	100%

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN PLASTICS AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBER OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBERS OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Machine Operator	0	38	38
Cement Finisher & Painter	0	1	1
Instrument Reader	0	4	4

ANALYSIS OF LABOR MARKET SURVEY RETURNS FOR
PRINTING AREA

Respondent Categories	Numbers	Percent
Survey Population	31	100%
Surveys Completed and Returned	20	64%
Of Surveys Completed and Returned, Surveys Indicating Employment in this Area	20	100%
Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area	16	80%

PRINTING

Potential Job Positions Which Are Available to Handicapped Persons in Printing

SPECIFIC JOB CLASSIFICATION	PHYS. IMP.	VIS. IMP.	HEAR. IMP.	RETARDED	TOTAL*
Press Operator	12	0	20	0	24
Printer	0	0	2	0	2
Engraver	4	0	4	0	4
Artist	9	0	4	0	10
Photographer	5	0	0	0	5
Reporter	12	0	0	0	12
Platemaker	4	0	3	0	5
Linotype Operator	10	0	9	0	12
Compositor	4	0	3	0	7
Paper Cutter	1	0	3	0	4
Paper Bindery Worker	3	1	3	0	7
Press Machinist	2	0	0	0	2
Route Driver	1	0	0	0	1
Truck Loader[A]	0	0	0	0	0
Draftsman[A]	0	0	0	0	0
Mimeo Mailing[B]	1	0	1	0	1
Cameraman[B]	1	0	0	0	1

* Total gives a nonduplicated number of positions. Example: In the case of Nursery Production Worker, some of the same jobs in a firm could be filled by a Visually Impaired or a Hearing Impaired person and both columns reflect the same job.

A - The firms sampled did not have this position.

B - Jobs added under "other" by personnel directors who felt the job is suitable for handicapped.

PRINTING

JOBS	TOTAL FIRMS WITH POSITION	TOTAL FIRMS REPORTING JOBS SUITABLE FOR HANDICAPPED (THIS DOES NOT INDICATE JOBS OPEN AT THIS TIME.)	
		NUMBER	PERCENT
Press Operator	16	7	44%
Printer	8	2	25%
Engraver	1	1	100%
Artist	7	5	71%
Photographer	5	2	40%
Reporter	2	1	50%
Platemaker	11	5	45%
Linotype Operator	7	6	86%
Compositor	7	4	57%
Paper Cutter	8	4	50%
Paper Bindery Worker	9	6	66 2/3%
Press Machinist	1	1	100%
Route Driver	3	1	33 1/3%
Mimeo Mailing	1	1	100%
Cameraman	1	1	100%

TRAINING PREFERENCE OF PERSONNEL DIRECTORS
REPORTING JOBS SUITABLE FOR HANDICAPPED PERSONS

SPECIFIC JOB CLASSIFICATIONS IN PRINTING AREA	PREFERENCE FOR TRAINING FOR JOBS THROUGH A VOCATIONAL PROGRAM (NUMBERS OF JOBS ARE GIVEN.)	PREFERENCE FOR TRAINING FOR JOBS ENTIRELY ON-THE-JOB EXPERIENCE (NUMBERS OF JOBS ARE GIVEN.)	TOTAL JOBS WITH TRAINING PREFERENCE
Press Operator	24	0	24
Printer	2	0	2
Engraver	4	0	4
Artist	8	0	8
Photographer	5	0	5
Reporter	12	0	12
Platemaker	4	0	4
Linotype Operator	12	0	12
Compositor	5	1	6
Paper Cutter	3	0	3

SUMMARY OF COMMENTS BY PERSONNEL DIRECTORS

BOATS/FIBERGLASS

"Our foreman says even a hearing disability would not be acceptable."

CONCRETE

"For safety purposes all our employees must be physically fit - we might at some point consider a slightly retarded individual for a laborer's position."

CONSTRUCTION & BUILDING

"General Contractor - all work through sub-contractors."

"However the person's hearing would have to be well enough to take instructions. Our laborers also perform carpenter's helper duties."

ELECTRONICS

no comments

FOOD PROCESSORS

"Since we are only a warehouse and distribution point, we are limited to the following jobs: Manager, Sales Manager, Driver/Salesmen, Warehouseman (½ fork lift), and Loader (½ fork lift). All of the above require a driver's license, all require a great amount of handling cases at 50 to 60 pounds each, all except the loader require a good knowledge of math (at least high school) in order to figure sales tickets and check in properly. I am afraid our particular profession is a poor one for handicapped persons, although our bottling plant in Tampa may be able to hire the handicapped."

GOVERNMENT

"The County has some eighty-five different job classifications. If an individual's specific handicap did not preclude performance of the required duties, they would be considered eligible for an opening. Naturally, the handicap could not be of such nature that it would expose the applicant or co-workers to abnormal safety risks."

Summary of Comments by Personnel Directors - Continued

HOSPITAL/HEALTH & RELATED SERVICES

"Typing skills must be vocationally trained."

HOTEL/MOTEL, RETAIL SERVICES

"Dishwashers, Maids, Groundskeepers could be considered by persons whose hearing was impaired, possibly by some retarded persons."

"Since this has been such a very bad year for us financially, we would not at this time, consider hiring anyone in any capacity. We are just trying to keep what we have."

(Regarding Display Technician Position) - "Background in art - would probably require more than vocational training. Example, Ringling School."

LAWN CARE/NURSERY

"The people who work for us also are salespersons and it is very hard to put a handicapped person in this position."

LUMBER/WOOD PRODUCTS

"Actually none of the handicapped can be employed. Shop work is extremely dangerous and a person must have easy mobility and also must see and hear very well when working with saws, etc. I feel both vocational course and on-the-job training are required."

MOBILE HOME & FABRICATED METALS

"In this industry, which is by government standards heavy industry, all our men must have excellent hearing and quick reflexes in order to prevent accidents."

"Our greatest turnover is in our production department. We manufacture prefinished plywood and occasionally there are positions available in the plant."

"It would all depend upon what type of handicap is involved before I could place a person in a job category. Let me stress the importance of our safety regulations (ruled by OSHA) as to employing visually or hearing impaired persons. Working around our machinery is very dangerous and risky."

OFFICE/CLERICAL

"I can't be of much help. In a shop the size of ours - all employees do so many different things that all physical abilities are needed."

Summary of Comments by Personnel Directors - Continued

OFFICE/CLERICAL - Continued

"At the present our office positions are pretty well permanent and not available for occasional turnover. As typing and knowledge of figures are required, vocational course would be necessary."

"Employee in this position could not have any impairment." (Refers to one employee who performs 17 of 18 positions listed on the survey form.)

"At one point in time our office manager was confined to a wheelchair."

"All of the above must type - so vocational training needed."

"Don't currently have positions which would permit handicap."

PLASTICS

"Please understand mine is a new business not presently in a position to hire. When an employee is needed I will be happy to call Beneva House."

PRINTING

no comments

ALPHABETICAL SUMMARY OF JOBS FOR HANDICAPPED INDICATED AT LEAST ONCE BY PERSONNEL DIRECTORS (AN ACCOMPANYING DICTIONARY OF OCCUPATION TITLES CODE IS GIVEN WHERE POSSIBLE. THERE IS ALSO AN INDICATION OF INCLUSION IN FLORIDA VIEW).

JOB	P	V	H	R	D.O.T. NUMBER	INCLUDED IN FLORIDA VIEW
Accountant	X				160.188	X
Admissions Clerk (Hospital Admitting Clerk)	X				237.368	
Advertising (Advertising Ass't.)	X				164.068	X
Alterations (Seamstress)	X		X		785.381	X
Alum.Assembly(Assembler, Production Line)		X	X		809.884	
Aluminum Installer (Sider)	X				863.884	
Artist (Art Lay-out Man)	X		X		141.081	
Assembler (Metal Building)	X				801.884	
Baker			X	X	526.781	
Barkeeper (Bartender)	X		X		312.878	X
Billing Clerk	X		X		219.388	
Block Machine Oper. (Brick-Tile-MakingM.O.)			X		575.782	
Bookkeeper	X		X		210.388	X
Bottle Sorter	X		X	X		
Busboy		X			311.878	X
Business Machine Oper. (Secretary)	X		X		201.368	X
Buyers	X				162.158	X
Cabinet Maker			X		660.280	X
Cabinetry (Cabinet Maker)	X				660.280	X
Carpenter			X	X	860.381	X
Carpenter's Helper			X	X	860.887	X
Carpet Installer			X		299.381	X
Cashier	X				211.468	X
Cement Finisher (Cement Mason)			X		844.884	X
Cleaning Lady (Charwoman)		X	X	X	381.887	X

Alphabetical Summary of Jobs - Continued

JOB	P	V	H	R	D.O.T. NUMBER	INCLUDED IN FLORIDA VIEW
Clerk/Typist	X		X	X	209.388	X
Compositor	X		X		973.381	
Computer Operator (Digital Computer Oper.)	X	X	X		213.382	
Concrete Batcher (Concrete Mixer Oper.)	X		X		570.885	
Concrete Finisher (Cement Mason)			X	X	844.844	X
Cook	X		X	X	313.381	
Cook & Kitchen Assistant (Kitchen Helper)	X		X	X	318.887	X
Counter Worker (Countergirl)			X		369.478	X
Craftsman's Helper			X	X		
Darkroom Technician (Developer)	X	X	X		976.381	
Data Processing Machine Operator			X		213.382	X
Deburrhand	X					
Desk Clerk (Hotel Clerk)	X		X		242.368	X
Dietary Worker (Diet Aide)		X	X	X	079.588	X
Dishwasher	X	X	X	X	318.887	X
Display Technician (Display Man)			X		298.081	
Draftsman/ Draftswoman	X		X		017.168	X
Drive-In Bank Teller	X				212.368	
Driver (Truck Driver, Heavy)			X		905.883	
Driver (Truck Driver, Light)			X	X	906.883	X
Electrical Assembler	X		X		827.884	
Electrical Technician (Electronic Technician)	X				003.181	X
Electrician	X		X		824.281	
Engraver	X		X		704.381	
Film Clerk (Film Library Clerk)	X				223.387	
Finish Carpenter	X				860.381	
Floral Designer	X				142.081	X

Alphabetical Summary of Jobs - Continued

JOB	P	V	H	R	D.O.T. NUMBER	INCLUDED IN FLORIDA VIEW
Foam Sprayer (Foam Machine Operator)			X		559.885	
Food Inspector (Food & Drug Inspector)	X		X		162.287	
Food Service Assistant (Cook Apprentice)			X	X	313.381	
Forklift Operator (Ind. Truck Operator)	X			X	922.883	
Formica Worker			X	X		
Furniture Assembler			X	X	763.884	
Gardener (Landscape Gardner)		X			407.181	
Grader (Agricultural)			X		589.687	
Groundskeeper	X	X	X	X	407.884	X
Guy/Girl Friday	X	X	X	X	201.368	
Handyman/Housekeeper (Handyman)		X	X	X	899.381	
Inspector (Iron and Steel)	X				619.381	
Instrument Reader (Meter Reader)	X		X		239.588	
Janitor/ Custodian	X	X	X	X	382.884	
Key Punch Operator	X	X	X		213.582	
Kitchen Steward			X		318.138	
Lab Assistant (Plasma Drawing Off)	X				078.687	
Laborer			X	X		
Laborer (Carpentry)		X	X	X	860.887	
Laborer (Prestressed Concrete)				X	575.887	
Lab Technician	X					
Laminator Lay-Up Worker (Lam. Plastics)			X		763.884	X
Landscape Gardener		X	X	X	407.181	
Laundry Worker			X		361.887	X
Lawn Maintenance			X			
Linen Room Attendant			X	X	223.387	
Linotype Operator	X		X		650.582	
Loan Officer	X				186.288	

JOB	P	V	H	R	D.O.T. NUMBER	INCLUDED IN FLORIDA VIEW
Loader (Material Handler)		X	X	X	929.887	
Machine Operator	X		X	X	619.885	
Machine Operator (Mobile Home)	X		X	X	616.380	
Machine Operator (Plastics)	X		X			
Machinist	X				600.280	X
Maid (Hotel/Motel Maid)	X	X	X	X	323.887	X
Maintenance (Man, Building)			X	X	899.381	
Management (Management Trainee)	X				189.168	X
Mechanic	X		X		620.281	
Messenger	X	X	X	X	230.878	
Mimeo Mailing (Mailer)	X		X		239.587	
Mold Worker (Mold Cleaner)			X		556.887	
Nursery Worker	X	X	X	X	406.887	X
Nursing Attendant (Nurse Aide)			X	X	355.878	X
Orderly			X	X	355.878	X
Packer (Agricultural Producer)	X		X		920.887	
Painter	X		X	X	840.884	
Painter (Helper)	X		X	X	840.887	
Painter (Rough)			X	X	840.884	
Pantry Salad Person (Saladman)	X	X	X	X	317.884	X
Paper Bindery Worker (Baling Machine Oper.)	X	X	X		929.885	
Paper Cutter (Paper-cutting machine Operator)	X		X		649.782	
Parking Lot Attendant			X	X	915.878	
Payroll Clerk	X		X		215.488	
PBX Operator	X				235.862	X
Peeler/Preparer	X		X			
Photographer	X				143.062	X
Plasterer	X		X	X	842.781	X

JOB	P	V	H	R	D.O.T. NUMBER	INCLUDED IN FLORIDA VIEW
Platemaker (Transferrer)	X		X		972.381	
Plumber			X	X	862.381	
Press Machinist (Press Maintenance Man)	X				627.281	
Press Operator (Offset Pressman Apprentice)	X		X		651.782	
Printer (Pressman Apprentice)			X		651.782	
Production Worker		X	X			
Purchasing Agent	X				162.158	X
Quality Control Inspector			X		701.281	X
Receptionist	X	X	X		237.368	X
Records Technician (Secretary)	X		X		201.368	
Reporter	X				132.268	X
Rigger	X		X		806.281	
Roofer				X	866.381	X
Salesman, Farm & Garden Equip. & Sales)	X	X			277.358	X
Salesperson		X			289.458	X
Salesperson (Salesman, Hardware Supplies)	X	X	X		276.358	X
Secretary	X		X	X	201.368	
Sheet Metal Fabricator (S.M.F. Machine Operator)	X		X		616.380	
Shipping/ Receiving Clerk	X	X	X	X	222.387	
Sodlayer (Nursery Worker)			X	X	406.887	X
Stenographer	X		X		202.388	X
Stock Clerk	X	X	X	X	223. 87	X
Stores Clerk (Stock Clerk)	X		X		223.387	X
Switchboard Operator (Central Office Oper.)	X	X			235.862	
Tagger	X					
Teletype Operator (Telegraphic-Typewriter)	X	X	X	X	203.588	
Tool and Die Maker	X		X		601.280	X
Trained Cabinet Inst. (Mobile Home Inst.)			X		806.844	

Alphabetical Summary of Jobs - Continued

JOB	P	V	H	R	D.O.T. NUMBER	INCLUDED IN FLORIDA VIEW
Trim Carpenter			X			
Truck Driver, Light			X	X	906.883	
Typist	X	X	X		203.588	X
Upholsterer	X				780.381	X
Waitress/Waiter				X	311.878	X
Welder			X	X	812.884	X
X-Ray Technician	X				078.368	X

OVERALL RESPONSES TO LABOR MARKET SURVEY

A	B	C	D	JOB CLUSTERS
9	3	3	3	Boats/Fiberglass
13	10	9	5	Concrete
31	20	19	13	Construction/Building
7	4	4	3	Electronics
17	8	8	5	Food Processors
5	3	3	3	Government
13	9	9	7	Hospital & Health Related Services
43	24	24	21	Hotel, Motel, and Retail Services
17	11	11	10	Lawn Care/Nursery
27	17	17	10	Lumber & Wood Products
24	13	13	8	Mobile Home & Fabricated Metals
23	13	13	11	Office/Clerical*
11	7	7	4	Plastics
31	20	20	16	Printing/Publishing
271	162	160	119	TOTALS

KEY

A - Survey Population

B - Surveys Completed and Returned

C - Of Surveys Completed and Returned, Surveys Indicating Employment in this Area

D - Of Surveys Completed and Returned, Surveys Indicating Handicapped Suitable for Employment in this Area

* The Office/Clerical cluster was surveyed through survey forms mailed to twenty-three banks and to all other firms in the total survey. This provides Office/Clerical with combined totals of: A - 271, B - 162, C - 160, and D - 103.